

**Appendix E**  
**Sample Geospatial Data and Systems**  
**Job Descriptions**

30 Sep 05

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
14. Agency Use					15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. Office of Personnel Management									Grade		Initials	
b. Department, Agency or Establishment											Date	
c. Second Level Review					Geographic Information System Specialist		GS		301		09	
d. First Level Review					OC: AA							
e. Recommended by Supervisor or Initiating Office												
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>							

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

State Office

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

22. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups and Families Series Definitions. Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

HR Specialist (Classification)

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

FPL: GS-09 BUS: \_\_\_\_\_

25. Description of Major Duties and Responsibilities *(See Attached)*

30 Sep 05

DI-625

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT			
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED				
11a. _____ b. _____ c. _____	d. _____ e. _____			
4. CSC TITLE AND BUREAU POSITION NO. NS0047 Geographic Information System Specialist	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">SCHEDULE GS</td> <td style="width: 25%;">SERIES 301</td> <td style="width: 25%;">GRADE 07</td> </tr> </table>	SCHEDULE GS	SERIES 301	GRADE 07
SCHEDULE GS	SERIES 301	GRADE 07		
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE				

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
<div style="border-top: 1px solid black; margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <span>(Signature of Supervisor)</span> <span>(Date)</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>TITLE _____</span> <span>_____</span> </div> </div>	<div style="border-top: 1px solid black; margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <span>(Official Exercising Classification Authority)</span> <span>(Date)</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>TITLE HR Specialist (Classification)</span> <span>_____</span> </div> </div>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an advanced developmental position. The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Geographic Information Specialist, GS-301-09.

The assignments are essentially the same as the target position; however, a more limited knowledge is applied, the supervisor provides continuing or individual assignments with specific instructions, specific guidelines are available, the assignments are less complex, and the effect of work product is more limited.

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

30 Sep 05

DI-625

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT			
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED				
IIa. _____	d. _____			
b. _____	e. _____			
c. _____				
4. CSC TITLE AND BUREAU POSITION NO. NS0047 Geographic Information System Specialist		SCHEDULE GS	SERIES 301	GRADE 05
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE				

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  <div style="border-top: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">(Signature of Supervisor)</div> <div style="width: 45%;">(Date)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">TITLE _____</div> <div style="width: 45%;">TITLE HR Specialist (Classification)</div> </div>	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED  <div style="border-top: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">(Official Exercising Classification Authority)</div> <div style="width: 45%;">(Date)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">TITLE _____</div> <div style="width: 45%;">TITLE HR Specialist (Classification)</div> </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an entry level trainee position to a full performance GS-09 level position. The incumbent of this position may be non-competitively promoted to the intermediate grade level (GS-07) after satisfactorily completing higher graded duties and upon completion of time-in-grade and qualification requirements.

The incumbent will be assigned various tasks from the attached position description on an on-the-job training basis, with the difficulty of the tasks and degree of independent performance increasing gradually, as the incumbent becomes better trained, and demonstrates the ability to assume greater responsibility.

Initially, the supervisor will make assignments by giving specific instructions on objectives, standards, methods and guidelines; and will review work closely during progress and upon completion. Review of work will be for adherence to instructions, guidelines, methods, procedures, and additional developmental needs.

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

Geographic Information System Specialist, GS-301-09

NS0047

## I. INTRODUCTION

The incumbent serves as the Geographic Information System (GIS) Specialist. Provides GIS support and advice for application of geospatial technology. This position is responsible for the acquisition and management of the wide range of spatial information required to support the management of public lands. The incumbent must have an effective mix of technical skills in the geographic and computer science disciplines as well as a working appreciation of the Bureau mission and operational procedures sufficient to support Bureau of Land Management (BLM) business activities.

This position is typically located at field/district office level.

## II. MAJOR DUTIES

The incumbent performs the following duties:

### 1. Geospatial Analysis

- Identifies requirements and implements analytical techniques necessary to solve GIS issues.
- Develops and modifies GIS software applications and interfaces.

### 2. Geospatial Information Management

- Is the technical specialist for activities involving spatial data for the individual office.
- Provides technical user support for all aspects of geospatial data and software.
- Implements quality control and assurance guidelines for geospatial data projects.
- Assists in the development of statewide standards and applications.
- Works with other Federal, State and local agencies to coordinate data capture and analysis projects
- Represents the office in order to facilitate the sharing and distribution of spatial information with other Federal, state and local entities.
- Works actively to bring consistency to all geospatial data.

### 3. Geospatial Program Management/Coordination

- Works with a diverse group of resources specialists, planners and managers to coordinate and implement GIS activities, to include; development of project objectives, evaluation

of adequacy of existing data sources, creation/modification of GIS coverages, databases, analysis, and preparation of final output products.

- Coordinates locally with managers, resources specialist/technicians and IT staff to identify GIS hardware and processing needs and develop plans for required upgrades.

4. Geospatial Policy and Planning

- Assists in the integration of Enterprise GIS with the long- and short- term planning and management activities.

**III. FES FACTORS:**

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6, 950 points

- Ability to apply Geographic Information Systems and related technology in support of natural resources management.
- Practical knowledge of the techniques used in the analysis of multiple resources, combined with a knowledge of the magnitude and complexity of GIS databases. This includes comprehensive program planning and implementation techniques, data encoding and standards. Ability to coordinate a variety of simultaneous projects.
- Practical knowledge of the general land use planning process and land management programs.
- Practical knowledge of geographic/cartographic sciences, interdisciplinary resource management, and database management.
- Knowledge of appropriate database design principles to identify interrelationships among data.
- Practical knowledge of the interrelationships of various natural and cultural resources; for example, range, wildlife, soil, water, minerals and others.
- Practical knowledge of the concepts involved in predictive modeling to generate computer models of resource distribution and behavior.
- Knowledge of BLM standard GIS software/hardware.
- Ability to communicate clearly about the application of GIS with planners, resource specialists, managers, and peer professionals in Federal, State and local agencies.
- Ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner.

Geographic Information System Specialist, GS-301-09

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FACTOR 2, SUPERVISORY CONTROLS

Level 2-3, 275 points

Reports to a first line supervisor who assigns specific projects in terms of objectives, priorities, and deadlines. The incumbent plans, coordinates, and performs the steps to complete the project within accepted practices in the occupation. Completed work is reviewed by the supervisor for consistency as well as contribution to the overall project. Findings and recommendations developed by the incumbent are reviewed by the supervisor.

FACTOR 3, GUIDELINES

Level 3-3, 275 points

Guidelines are Bureau manuals, written instructions, State guidance and work plan directives, implementation and work plan directives setting forth policies, regulations and procedures for management. These guidelines, however, are often very general in nature, and incomplete. There are many instances when the incumbent is required to use good judgment in interpreting and adapting existing guidelines to specific case or problems.

FACTOR 4, COMPLEXITY

Level 4-3, 150 points

The work includes various duties involving different and unrelated processes and methods. In completing an assignment, the incumbent is frequently involved in several stages of the geospatial data automation process from analysis of subject matter to final product design. The incumbent makes decisions regarding what needs to be done based on an analysis of the subject under review, including identifying the conditions and elements involved to discern interrelationships.

FACTOR 5, SCOPE AND EFFECT

Level 5-3, 150 points

The purpose of the work is to plan and carry out projects that involve identifying analyzing and making recommendations to resolve conventional problems and situations. The completed work influences decisions by managers concerning the activities studied. The BLM GIS database compiled and coordinated by the incumbent will be used to assist BLM managers in their functional responsibilities.

FACTOR 6, PERSONAL CONTACTS

Level 6-2, 25 points

Personal contacts are primarily with local staff and/or counterparts at Federal, State, or local agencies/government within a structured setting.

FACTOR 7, PURPOSE OF CONTACTS

Level 7-2, 50 points

Contacts are made to exchange professional and technical information, resolve problems, establish procedures, conduct briefings, coordinate actions, perform evaluations, provide guidance, and to explain programs, policies and procedures.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1, 5 points

The work is primarily sedentary, requiring long periods of sitting in one position, intense concentration, and working for several hours at a time. Stress may be experienced on a regular basis in attempting to respond to conflicting objectives and in working against tight deadlines with limited resources.

FACTOR 9, WORK ENVIRONMENT

Level 9-1, 5 points

The work is primarily in an office/computer room environment. Occasional fieldwork may be required. Fieldwork is in support of resource mapping projects and involves extended days of travel. Poor weather conditions may prolong fieldwork beyond planning dates. Incumbent must be comfortable with less than ideal conditions in remote settings in the accomplishment of mapping projects.



Geographic Information System Specialist, GS-301-09

NS0047

## EVALUATION STATEMENT

<u>Recommended Classification:</u>	Geographic Information Specialist, GS-0301-09
<u>Organizational Location:</u>	Bureau of Land Management
<u>References:</u>	Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

Background: The Enterprise Geographic Information System Human Capital Group (GISHCG) developed this position description. The GISHCG was established as a subcommittee to the Enterprise GIS Implementation initiative in order to create a staffing/classification package for managers and Human Resources staff. The package consists of standard position descriptions at the GS-9, GS-11 (NS0048), and GS-12 (NS0049) levels.

Although it may be found at any organizational level, GS-09 level GIS positions are typically located at field/district office level. The GS-09 level is the first full performance level for two-grade interval GIS positions (i.e., those positions involving the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices).

### Determination of Series and Title:

To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject matter knowledge, required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position's existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. Care must be taken to apply the **"paramount knowledge requirement test"** as consistently and fairly as possible.

The paramount knowledge requirement in this position is of Geographic Information Systems (GIS) including current applications, trends, data management procedures, and software/hardware uses in order to support natural resources management programs. The Miscellaneous Administration and Program series, GS-301, covers two-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

- that the primary work of the position is of an administrative, two-grade interval nature; and
- that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Administration and Program Series, GS-301, involve *specialized* work for which no appropriate occupational series has been established. It has been demonstrated that knowledge of such fields as geography, natural resources, physical science, or cartography obtained through completion of a full 4-year course of study leading to a bachelor's or higher degree or an appropriate combination of education and experience is suitable for successful performance of GIS work. However, placement in a series appropriate for the areas of studies listed above (i.e., 150, 401, 1301, 1370) would not be reflective of all the knowledges

required to perform GIS work, including the knowledge required to support the various and diverse amount of Bureau programs. It has also been demonstrated that knowledge related to information systems is beneficial. However, this knowledge is more characteristic to that applied by an information technology user rather than a specialist and does not meet the intent for placement in the Information Technology series. Therefore, these knowledges do not meet the "paramount knowledge requirement test."

In consideration of the paramount knowledge required, the specialized nature of the work, the mix of knowledges required (that can be obtained through varied backgrounds), providing a consistent and inclusive series for recruitment purposes, and providing a consistent career ladder progression, it is determined that this position meets the criteria for placement into the GS-301 series.

No titles are specified for positions in this series. Geographic Information Specialist has been requested. The appropriate title and series for this position is Geographic Information Specialist, GS-0301-XX.

#### Determination of Grade:

Individual worker positions classified in the GS-301 series are to be evaluated by reference to an appropriate multi-series guide or, if none is applicable, a standard for a specific occupational series that involves analogous knowledges and skills. The Administrative Analysis Grade Evaluation Guide (AAGEG), TS-98, August 1990, provides grade level criteria for non-supervisory staff administrative analytical, planning, and evaluative work, at grade GS-9 and above. Work covered by the guide is administrative in nature and does not require specialized subject matter knowledge and skills. While such work does not require specialized educational preparation, it does require a high degree of qualitative and/or quantitative analytical skills, the ability to research problems and issues, written and oral communication skills, and the application of mature judgment in problem solving.

This AAGEG is written in the Factor Evaluation System (FES) format. Under that system, positions are evaluated on a factor-by-factor basis using the factor level descriptions (FLDs) provided in the standard. Each factor in the position description is evaluated against the appropriate FLDs and/or illustrations in the standard. The work of the position must fully match the FLD.

#### Summary of Points Assigned

Evaluation Factors		Points Assigned	(Level)
1	Knowledge Required by the Position	950	6
2	Supervisory Controls	275	3
3	Guidelines	275	3
4	Complexity	150	3
5	Scope and Effect	150	3
6&7	Personal Contacts & Purpose of Contacts	75	2b

Geographic Information System Specialist, GS-301-09

NS0047

<b>8</b>	<b>Physical Demands</b>	5	1
<b>9</b>	<b>Work Environment</b>	5	1
	<b>Total Points</b>	1885	
	<b>Grade Conversion (Range: 1855-2100)</b>	GS-09	

Conclusion: This position is properly classified as Geographic Information Specialist, GS-301-09.

HR Specialist (Classification)

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.							
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.							
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management															
b. Department, Agency or Establishment															
c. Second Level Review		Geographic Information System Specialist		GS		301		11							
d. First Level Review		OC: AA													
e. Recommended by Supervisor or Initiating Office															
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>									
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision									
a. First Subdivision Bureau of Land Management						d. Fourth Subdivision									
b. Second Subdivision State Office						e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>									
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>						<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>									
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>									
Signature _____ Date _____						Signature _____ Date _____									
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups and Families Series Definitions. Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.									
Typed Name and Title of Official Taking Action  HR Specialist (Classification)						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Signature _____ Date _____						Signature _____ Date _____									
23. Position Review		Initials    Date		Initials    Date		Initials    Date		Initials    Date		Initials    Date		Initials    Date			
a. Employee <i>(optional)</i>															
b. Supervisor															
c. Classifier															
24. Remarks FPL: GS-11    BUS: _____															
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>															

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## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO. NS0048 Geographic Information System Specialist	SCHEDULE GS	SERIES 301	GRADE 09
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED
<div style="border-top: 1px solid black; margin-top: 50px; display: flex; justify-content: space-between;"> <span>(Signature of Supervisor)</span> <span>(Date)</span> </div> <div style="border-top: 1px solid black; margin-top: 10px;">TITLE _____</div>	<div style="border-top: 1px solid black; margin-top: 50px; display: flex; justify-content: space-between;"> <span>(Official Exercising Classification Authority)</span> <span>(Date)</span> </div> <div style="border-top: 1px solid black; margin-top: 10px;">TITLE HR Specialist (Classification)</div>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an advanced developmental position. The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Geographic Information Specialist, GS-301-11.

The work to be accomplished is essentially the same as the target position and the incumbent will perform the day-to-day assignments with considerable independence in planning/carrying out the work. However at this level, additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description.

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

## I. INTRODUCTION

The incumbent serves as the principle technical advisor on Geographic Information Systems to the office manager and resources staff. This position is responsible for the acquisition and management of the wide range of spatial information required to support the management of public lands. The incumbent must have a thorough and effective mix of technical skills in the geographic and computer science disciplines as well as a working appreciation of the Bureau mission and operational procedures sufficient to support Bureau of Land Management (BLM) business activities.

This position is typically located at field/district office level.

## II. MAJOR DUTIES

The incumbent performs the following duties:

### 1. Geospatial Analysis

- Identifies requirements and implements advanced analytical techniques necessary to solve complex GIS issues.
- Develops and modifies GIS software applications and interfaces.

### 2. Geospatial Information Management

- Is the lead for activities involving spatial data for their individual office.
- Provides technical user support for all aspects of geo-spatial data and software.
- Develops and implements quality control and assurance guidelines for geo spatial data projects.
- Assists in the development of statewide standards and applications.
- Works actively to bring consistency to all geo spatial data.
- Works with other Federal, State and local agencies to coordinate data capture and analysis projects
- Represents the office to facilitate the sharing and distribution of spatial information with other Federal, state and local entities.

3. Geospatial Program Management/Coordination

- Works with a diverse group of resources specialists, planners and managers to coordinates and implements GIS activities, to include development of project objectives, evaluation of adequacy of existing data sources, creation/modification of GIS coverage's and databases, analysis, preparation of final output products, and data storage.
- Coordinates locally with managers, resources specialist/technicians and IT staff to identify GIS hardware and processing needs and develop plans for required upgrades.
- Promotes and implements an integrated training program to teach basic skills in the use of GIS software, data acquisition, retrieval and analysis, to meet local needs.
- Serves as a contracting officer representative (COR).

4. Geospatial Policy and Planning

- Assists in the integration of Enterprise GIS with the long and short term planning and management activities.

**III. FES FACTORS**

**FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION**

Level 1-7, 1250 points

- Ability to apply Geographic Information Systems and related technology in support of natural resources management.
- Knowledge of the techniques used in the analysis of multiple resources, combined with knowledge of the magnitude and complexity of GIS databases. This includes comprehensive program planning and implementation techniques, data encoding and standards. Ability to coordinate a variety of simultaneous projects.
- Knowledge of the general land use planning process and land management programs.
- Knowledge of geographic/cartographic sciences, interdisciplinary resource management, and data base management.
- Knowledge of appropriate database design principles to identify interrelationships among data.
- Knowledge of the interrelationships of various natural and cultural resources; for example, range, wildlife, soil, water, minerals and others.
- Knowledge of the concepts involved in predictive modeling to generate computer models of resource distribution and behavior.



- Knowledge of BLM standard GIS software/hardware.
- Ability to communicate clearly about the application of GIS with planners, resource specialists, managers, and peer professionals in Federal, State and local agencies.
- Ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner.
- Knowledge of the Contract Officer Representative responsibilities.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-4, 450 points

Reports to a first line supervisor who provides work assignments in terms of broad objectives and scope; the incumbent is expected to function with a large degree of independence in the coordination, scheduling, reporting and completion of assigned duties/tasks. Completed work is reviewed for effectiveness in meeting requirements or expected results. Special assignments are reviewed only to ascertain conclusions and recommendations.

FACTOR 3, GUIDELINES

Level 3-3, 275 points

Guidelines are Bureau manuals, written instructions, State guidance and work plan directives, implementation and work plan directives setting forth policies, regulations and procedures for management. These guidelines, however, are often very general in nature, and incomplete. There are many instances when the incumbent is required to use good judgment in interpreting and adapting existing guidelines to specific case or problems.

FACTOR 4, COMPLEXITY

Level 4-4, 225 points

The work assignments involve performance of and active involvement with a wide range of technical functions related to the use of spatial data. Broad and sometimes vague requirements will be received from many varied resource specialists and managers. The work involves providing guidance and assistance in organizing, analyzing, locating and evaluating a wide variety of information while coordinating with various organizational levels. The work also requires coordinating with other Federal, State, and local land managing agencies for effective direction of spatial data base compilation. In completing an assignment, the incumbent is frequently involved in several stages of the automation process from analysis of subject matter and problems, to system designs. Precise definition of user requirements and coordination with affected resources is often difficult and requires creativity in resolving problems. In some instances, these activities have no established procedures; thus the incumbent must use innovation and originality in carrying out the duties of the position.

FACTOR 5, SCOPE AND EFFECT

Level 5-3, 150 points

The purpose of the work is to plan and carry out projects that involve identifying analyzing and making recommendations to resolve conventional problems and situations. The completed work influences decisions by managers concerning the activities studied. The BLM GIS database



Geographic Information System Specialist, GS-301-11

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compiled and coordinated by the incumbent will be used to assist BLM managers in their functional responsibilities.

FACTOR 6, PERSONAL CONTACTS

Level 6-3, 60 points

Personal contacts are with individuals, or groups from within and outside the BLM in a moderately unstructured setting. These contacts are with National level, state office, and field personnel, users, computer personnel, vendor representatives, contractors and/or other Federal state and local agencies/government.

FACTOR 7, PURPOSE OF CONTACTS

Level 7-2, 50 points

Contacts are made to exchange professional and technical information, resolve problems, establish procedures, conduct briefings, coordinate actions, perform evaluations, provide guidance, and to explain programs, policies and procedures.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1, 5 points

The work is primarily sedentary, requiring long periods of sitting in one position, intense concentration, and working for several hours at a time. Stress may be experienced on a regular basis in attempting to respond to conflicting objectives and in working against tight deadlines with limited resources.

FACTOR 9, WORK ENVIRONMENT

Level 9-1, 5 points

The work is primarily in an office/computer room environment. Occasional fieldwork may be required. Fieldwork is in support of resource mapping projects and involves extended days of travel. Poor weather conditions may prolong fieldwork beyond planning dates. Incumbent must be comfortable with less than ideal conditions in remote settings in the accomplishment of mapping projects.

## EVALUATION STATEMENT

Recommended Classification: Geographic Information Specialist, GS-0301-11  
Organizational Location: Bureau of Land Management  
References: Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

Background: This position description was developed by the Enterprise Geographic Information System Human Capital Group (GISHCG). The GISHCG was established as a subcommittee to the Enterprise GIS Implementation initiative in order to create a staffing/classification package for managers and Human Resources staff. The package consists of standard position descriptions at the GS-9 (NS0047), GS-11, and GS-12 (NS0049) level.

Although it may be found at any organizational level, GS-11 level GIS positions are typically located at field/district office level. The classification factors differentiating this position from the GS-09 level are:

Factor		GS-11	GS-09
1	Knowledge Required by the Position	1-7	1-6
2	Supervisory Controls	2-4	2-3
4	Complexity	4-4	4-3
6	Personal Contacts	6-3	6-2
7	Purpose of Contracts	7-3	7-2

### Determination of Series and Title:

To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject matter knowledge required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position's existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. Care must be taken to apply the **"paramount knowledge requirement test"** as consistently and fairly as possible.

The paramount knowledge requirement in this position is of geographic information systems (GIS) including current applications, trends, data management procedures, and software/hardware uses in order to support natural resources management programs. The Miscellaneous Administration and Program series, GS-301, covers two-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

- that the primary work of the position is of an administrative, two-grade interval nature; and
- that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Administration and Program Series, GS-301, involve *specialized* work for which no appropriate occupational series has been established. It has been

## Geographic Information System Specialist, GS-301-11

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demonstrated that knowledge of such fields as geography, natural resources, physical science, or cartography obtained through completion of a full 4-year course of study leading to a bachelor's or higher degree or an appropriate combination of education and experience is suitable for successful performance of GIS work. However, placement in a series appropriate for the areas of studies listed above (i.e., 150, 401, 1301, 1370) would not be reflective of all the knowledges required to perform GIS work, including the knowledge required to support the various and diverse amount of Bureau programs. It has also been demonstrated that knowledge related to information systems is beneficial. However, this knowledge is more characteristic to that applied by an information technology user rather than a specialist and does not meet the intent for placement in the Information Technology series. Therefore, these knowledges do not meet the "paramount knowledge requirement test."

In consideration of the paramount knowledge required, the specialized nature of the work, the mix of knowledges required (that can be obtained through varied backgrounds), providing a consistent and inclusive series for recruitment purposes, and providing a consistent career ladder progression, it is determined that this position meets the criteria for placement into the GS-301 series.

No titles are specified for positions in this series. Geographic Information Specialist has been requested. The appropriate title and series for this position is Geographic Information Specialist, GS-0301-XX.

Determination of Grade:

Individual worker positions classified in the GS-301 series are to be evaluated by reference to an appropriate multi-series guide or, if none is applicable, a standard for a specific occupational series that involves analogous knowledges and skills. The Administrative Analysis Grade Evaluation Guide (AAGEG), TS-98, August 1990, provides grade level criteria for nonsupervisory staff administrative analytical, planning, and evaluative work, at grade GS-9 and above. Work covered by the guide is administrative in nature and does not require specialized subject matter knowledge and skills. While such work does not require specialized educational preparation, it does require a high degree of qualitative and/or quantitative analytical skills, the ability to research problems and issues, written and oral communication skills, and the application of mature judgment in problem solving.

This AAGEG is written in the Factor Evaluation System (FES) format. Under that system, positions are evaluated on a factor-by-factor basis using the factor level descriptions (FLDs) provided in the standard. Each factor in the position description is evaluated against the appropriate FLDs and/or illustrations in the standard. The work of the position must fully match the FLD.

## Summary of Points Assigned

Evaluation Factors		Points Assigned	(Level)
1	Knowledge Required by the Position	1250	7
2	Supervisory Controls	450	4

3	Guidelines	275	3
4	Complexity	225	4
5	Scope and Effect	150	3
6&7	Personal Contacts & Purpose of Contacts	110	3b
8	Physical Demands	5	1
9	Work Environment	5	1
	Total Points	2470	
	Grade Conversion (Range: 2355-2750)	GS-11	

Conclusion: This position is properly classified as Geographic Information Specialist, GS-0301-11.

HR Specialist (Classification)

30 Sep 05

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)						<b>3. Service</b> <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b>		<b>5. Duty Station</b>		<b>1. Agency Position No.</b>			
<b>7. Fair Labor Standards Act</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						<b>11. Position Is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive							
<b>13. Competitive Level Code</b>						<b>14. Agency Use</b>									
<b>15. Classified/Graded by</b>		<b>Official Title of Position</b>				<b>Pay Plan</b>		<b>Occupational Code</b>		<b>Grade</b>		<b>Initials</b>		<b>Date</b>	
<b>a. Office of Personnel Management</b>															
<b>b. Department, Agency or Establishment</b>															
<b>c. Second Level Review</b>		Geographic Information System Specialist				GS		301		12					
<b>d. First Level Review</b>		OC: AA													
<b>e. Recommended by Supervisor or Initiating Office</b>															
<b>16. Organizational Title of Position (if different from official title)</b>						<b>17. Name of Employee (if vacant, specify)</b>									
<b>18. Department, Agency, or Establishment</b> Department of the Interior						<b>c. Third Subdivision</b>									
<b>a. First Subdivision</b> Bureau of Land Management						<b>d. Fourth Subdivision</b>									
<b>b. Second Subdivision</b> State Office						<b>e. Fifth Subdivision</b>									
<b>19. Employee Review-</b> This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)									
<b>20. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
<b>a. Typed Name and Title of Immediate Supervisor</b>						<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b>									
Signature _____ Date _____						Signature _____ Date _____									
<b>21. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						<b>22. Position Classification Standards Used in Classifying/Grading Position</b> Handbook of Occupational Groups and Families Series Definitions. Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.									
Typed Name and Title of Official Taking Action  HR Specialist (Classification) Signature _____ Date _____						<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
<b>23. Position Review</b>		Initials    Date		Initials    Date		Initials    Date		Initials    Date		Initials    Date		Initials    Date		Initials    Date	
<b>a. Employee (optional)</b>															
<b>b. Supervisor</b>															
<b>c. Classifier</b>															
<b>24. Remarks</b> FPL: GS-12    BUS: _____															
<b>25. Description of Major Duties and Responsibilities (See Attached)</b>															

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## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO. NS0049 Geographic Information System Specialist	SCHEDULE GS	SERIES 301	GRADE 11
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED
<div style="border-top: 1px solid black; margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <span>(Signature of Supervisor)</span> <span>(Date)</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>TITLE _____</span> <span>_____</span> </div> </div>	<div style="border-top: 1px solid black; margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <span>(Official Exercising Classification Authority)</span> <span>(Date)</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>TITLE HR Specialist (Classification)</span> <span>_____</span> </div> </div>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an advanced developmental position. The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Geographic Information Specialist, GS-301-12.

The work to be accomplished is essentially the same as the target position and the incumbent will perform the day-to-day assignments with considerable independence in planning/carrying out the work. However at this level, additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description.

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Name Signature and Title of Supervisor

\_\_\_\_\_  
Date

## I. INTRODUCTION

The incumbent serves as the principle technical advisor on Geographic Information Systems (GIS) to the office manager and resources staff. This position is responsible for the acquisition and management of the wide range of spatial information required to support the management of public lands. The incumbent must have a thorough and effective mix of technical skills in the geographic and computer science disciplines as well as a working appreciation of the Bureau mission and operational procedures sufficient to support Bureau of Land Management (BLM) business activities.

This position is typically located at state level.

## II. MAJOR DUTIES

The incumbent performs the following duties:

### 1. Geospatial Analysis

- Identifies requirements and implements advanced analytical techniques necessary to solve complex GIS issues.

### 2. Geospatial Information Management

- Designs, develops and manages the GIS database including the conversion of thematic source maps from analog to digital form through the use of appropriate hardware and software.
- Provides technical user support for all aspects of geo-spatial data and software.
- Develops and implements quality control and assurance guidelines for geo-spatial data projects.
- Assists in the development of statewide standards and applications.
- Works actively to bring consistency to all geo-spatial data.
- Works with other Federal, State and local agencies to coordinate data capture and analysis projects.

### 3. Geospatial Program Management/Coordination

- Represents the office manager when working with others on GIS matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public to encourage and facilitate cooperative management strategies.



- Works with a diverse group of resources specialists, planners and managers to coordinate and implement GIS applications. GIS applications are developed with regard to management objectives, adequacy of existing data sources, required analysis and final output products.
- Coordinates locally with managers, resources specialist/technicians and IT staff to identify GIS hardware and processing needs and develop plans for required upgrades.
- Serves as a contracting officer representative (COR).
- Attends management and professional conferences and other events for the purpose of exchanging information, presenting technical and policy information and advancing advocacy for public lands stewardship.
- Promotes and implements an integrated training program to teach basic skills in the use of GIS software, data acquisition, retrieval and analysis, to meet local needs.

#### 4. Geospatial Policy and Planning

- Assists in the integration of Enterprise GIS with the long and short term planning and management activities.

### III. FES FACTORS:

#### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7, 1250 points

- In depth knowledge of Geographic Information Systems and related technology using seasoned judgment to develop new insights into complex situations, apply innovative solutions to novel problems, and design new methods where established methods and procedures are inapplicable or are unavailable.
- Knowledge of the techniques used in the analysis of multiple resources, combined with a knowledge of the magnitude and complexity of GIS databases. This includes comprehensive program planning and implementation techniques, data encoding and standards.
- Ability to lead and coordinate a variety of simultaneous projects. Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals. Influences, motivates, and challenges other; adapts leadership styles to a variety of situations.
- Knowledge of functions, principles, techniques of land use planning, including outdoor recreation planning and interdisciplinary resource management (e.g., environmental impact analysis, rangeland management, wildlife management etc.).



## Geographic Information System Specialist, GS-301-12

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- Knowledge of geographic/cartographic sciences, interdisciplinary resource management, and database management.
- Knowledge of appropriate database design principles to identify interrelationships among data.
- Knowledge of the interrelationships of various natural and cultural resources; for example, range, wildlife, soil, water, minerals and others.
- Knowledge of the concepts involved in predictive modeling to generate computer models of resource distribution and behavior.
- Knowledge of BLM standard GIS software/hardware.
- Ability to communicate clearly about the application of GIS with planners, resource specialists, managers, and peer professionals in Federal, State and local agencies.
- Ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- Knowledge of the Contract Officer Representative responsibilities.

## FACTOR 2, SUPERVISORY CONTROLS

Level 2-4, 450 points

Reports to a first line supervisor who provides work assignments in terms of broad objectives and scope; the incumbent is expected to function with a large degree of independence in the coordination, scheduling, reporting and completion of assigned duties/tasks. Completed work is reviewed for effectiveness in meeting requirements or expected results. Special assignments are reviewed only to ascertain conclusions and recommendations.

## FACTOR 3, GUIDELINES

Level 3-4, 450 points

Guidelines for performing the work are scarce or of limited use. Technical decisions and solutions of problems are based on the application of the incumbent's acquired knowledge experience, and judgment. The incumbent may extend methods and practices, use ingenuity and resourcefulness in the adaptation of GIS technology to the various requirements of multiple-use management.

## FACTOR 4, COMPLEXITY

Level 4-4, 225 points

Work consists of a variety of duties that involve many different and unrelated processes and methods pertinent to natural resource and geo-spatial fields. Using seasoned judgment the employee decides what needs to be done by evaluating unusual circumstances; considering

different approaches; and dealing with incomplete and conflicting requirements, decisions and priorities.

In some instances, these activities have no established procedures; thus the incumbent must use innovation and originality in carrying out the duties of the position.

#### FACTOR 5, SCOPE AND EFFECT

Level 5-4, 225 points

The purpose of the work is to provide leadership and coordination to implement the geo-spatial program for use in planning, inventory and management of natural resources.

Work involves establishing criteria, formulating projects, assessing program effectiveness and/or investigating/analyzing a variety of unusual conditions, problems, or issues. Work affects a wide range of geo-spatial activities.

#### FACTOR 6, PERSONAL CONTACTS

Level 6-3, 60 points

Personal contacts are with individuals, or groups from within and outside the BLM in a moderately unstructured setting. These contacts are with National level, state office, and field personnel, users, computer personnel, vendor representatives, contractors and/or other Federal state and local agencies/government.

#### FACTOR 7, PURPOSE OF CONTACTS

Level 7-3, 120 points

Contacts are for coordination, collaboration, and communication with others to solve problems and reach agreement concerning differences as to appropriate practices, standards and to further the objectives of the organization's geo-spatial programs.

#### FACTOR 8, PHYSICAL DEMANDS

Level 8-1, 5 points

The work is primarily sedentary, requiring long periods of sitting in one position, intense concentration, and working for several hours at a time. Stress may be experienced on a regular basis in attempting to respond to conflicting objectives and in working against tight deadlines with limited resources.

#### FACTOR 9, WORK ENVIRONMENT

Level 9-1, 5 points

The work is primarily in an office/computer room environment. Occasional fieldwork may be required. Fieldwork is in support of resource mapping projects and involves extended days of travel. Poor weather conditions may prolong fieldwork beyond planning dates. Incumbent must be comfortable with less than ideal conditions in remote settings in the accomplishment of mapping projects.

## EVALUATION STATEMENT

Recommended Classification: Geographic Information Specialist, GS-0301-12  
Organizational Location: Bureau of Land Management  
References: Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

Background: This position description was developed by the Enterprise Geographic Information System Human Capital Group (GISHCG). The GISHCG was established as a subcommittee to the Enterprise GIS Implementation initiative in order to create a staffing/classification package for managers and Human Resources staff. The package consists of standard position descriptions at the GS-9 (NS0047), GS-11 (NS0048), and GS-12 level.

Although it may be found at any organizational level, GS-12 level GIS positions are typically located at state level. The classification factors differentiating this position from the GS-11 level are factor 3, Guidelines (3-4 versus 3-3), and factor 5, Scope and Effect (5-4 versus 5-3).

### Determination of Series and Title:

To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject matter knowledge, required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position's existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. Care must be taken to apply the **"paramount knowledge requirement test"** as consistently and fairly as possible.

The paramount knowledge requirement in this position is of geographic information systems (GIS) including current applications, trends, data management procedures, and software/hardware uses in order to support natural resources management programs. The Miscellaneous Administration and Program series, GS-301, covers two-grade interval work that is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

- that the primary work of the position is of an administrative, two-grade interval nature; and
- that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Administration and Program Series, GS-301, involve *specialized* work for which no appropriate occupational series has been established. It has been demonstrated that knowledge of such fields as geography, natural resources, physical science, or cartography obtained through completion of a full 4-year course of study leading to a bachelor's or higher degree or an appropriate combination of education and experience is suitable for successful performance of GIS work. However, placement in a series appropriate for the areas of studies listed above (i.e., 150, 401, 1301, 1370) would not be reflective of all the knowledges required to perform GIS work, including the knowledge required to support the various and diverse amount of Bureau programs. It has also been demonstrated that knowledge related to information systems is beneficial. However, this knowledge is more characteristic to that

applied by an information technology user rather than a specialist and does not meet the intent for placement in the Information Technology series. Therefore, these knowledges do not meet the “paramount knowledge requirement test.”

In consideration of the paramount knowledge required, the specialized nature of the work, the mix of knowledges required (that can be obtained through varied backgrounds), providing a consistent and inclusive series for recruitment purposes, and providing a consistent career ladder progression, it is determined that this position meets the criteria for placement into the GS-301 series.

No titles are specified for positions in this series. Geographic Information Specialist has been requested. The appropriate title and series for this position is Geographic Information Specialist, GS-0301-XX.

#### Determination of Grade:

Individual worker positions classified in the GS-301 series are to be evaluated by reference to an appropriate multi-series guide or, if none is applicable, a standard for a specific occupational series that involves analogous knowledges and skills. The Administrative Analysis Grade Evaluation Guide (AAGEG), TS-98, August 1990, provides grade level criteria for non-supervisory staff administrative analytical, planning, and evaluative work, at grade GS-9 and above. Work covered by the guide is administrative in nature and does not require specialized subject matter knowledge and skills. While such work does not require specialized educational preparation, it does require a high degree of qualitative and/or quantitative analytical skills, the ability to research problems and issues, written and oral communication skills, and the application of mature judgment in problem solving.

This AAGEG is written in the Factor Evaluation System (FES) format. Under that system, positions are evaluated on a factor-by-factor basis using the factor level descriptions (FLDs) provided in the standard. Each factor in the position description is evaluated against the appropriate FLDs and/or illustrations in the standard. The work of the position must fully match the FLD.

#### Summary of Points Assigned

Evaluation Factors		Points Assigned	(Level)
1	Knowledge Required by the Position	1250	7
2	Supervisory Controls	450	4
3	Guidelines	450	4
4	Complexity	225	4
5	Scope and Effect	225	4
6&7	Personal Contacts & Purpose of Contacts	180	3c
8	Physical Demands	5	1
9	Work Environment	5	1

Geographic Information System Specialist, GS-301-12

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	<b>Total Points</b>	2790	
	<b>Grade Conversion</b> (Range: 2755-3150)	GS-12	

Conclusion: This position is properly classified as Geographic Information Specialist, GS-0301-12.

HR Specialist (Classification)